

ILLEGIB

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ER 9-5034

27 June 1957

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Approval of Design of 10 Year Service Certificate

1. There is attached herewith the proposed design for the certificate to be awarded on 18 September 1957 to those employees who have completed 10 years' service with CIA on that date.

2. The text of this certificate has been approved by the Committee for the Celebration of the 10th Anniversary of the Founding of CIA, under Mr. Kirkpatrick's chairmanship. The Deputy Directors have also given their concurrence.

3. The approval of the design of the certificate is recommended.

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WALTER L. PFORZHEIMER

Special Assistant to the DD/I

Approved _____
Director of Central Intelligence

Date _____

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1957

Assista

C.P. Cabell

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Deputy Director
of Central Intelligence

Recommend approval of certificate subject to later approval of a plan for secure handling which should be drafted & presented by the Committee.

250175

18 September 1957

TO ALL EMPLOYEES:

On the occasion of the Tenth Anniversary of the Central Intelligence Agency, I want to express my appreciation to each employee - new and old alike - for the important service you have rendered to the effective development of our Agency.

In the ten short years since our establishment, we have, I believe, developed an intelligence system of which we can rightfully be proud. Our success is due to your dedication and application to the task at hand.

With continued emphasis on the development of our most important asset - our people - and of sound intelligence programs, I look forward to even greater progress in meeting the challenge of the next decade.



ALLEN W. DULLES
Director

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This was coordinated
with O/DCI in an
earlier review (see
 initials on
band). So no need
to coord. again.

Frank
5/28/91

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ACTION - Mr. Kirkpatrick

1. Determine availability of President for cornerstone laying ceremony.

2. Speak re: holding up of honor awards until 18 September.

3. Get from DCI list of special guests he will wish to invite to cornerstone laying and reception.

4. Meeting of Intelligence Journal Editorial Board to discuss commemorative articles in first issue.

5. Obtain from Director of Personnel the number of ten-year men expected to be in US on 18 September.

6. Next meeting, 14 June, 1530 hours.

250177

ACTION - Mr. Pforzheimer

1. Circulate language of proposed diploma.
2. Find appropriate halls for awards ceremony and reception.
3. Discuss legality of using CIA funds to pay for reception with General Counsel.
4. Draft appropriate congratulatory message from DCI to field for dispatch for 18 September. Coordinate with
5. Draft invitations and printed program.
6. Prepare guest lists.

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250177

Dear Mr. _____ :

The Central Intelligence Agency will be ten years old on Wednesday, 18 September. We are planning special ceremonies to commemorate this occasion. In particular, the President will lay the cornerstone of our new headquarters building at Langley, Virginia, and address members of the Agency at (time) on that date.

We would be very honored if you could be present on this occasion.

With kindest regards, I am,

Sincerely,

250177

Dear Mr. President:

The basic legislation establishing the Central Intelligence Agency is contained in the National Security Act of 1947, which took effect on 18 September 1947. Therefore, the Agency will be ten years old this September.

It is our desire to commemorate our tenth anniversary by formal ceremonies on Wednesday, 18 September at (time) . Because of the great support of CIA which you have always expressed, we would consider it a distinct honor if you would participate in these ceremonies. In particular, it would be greatly appreciated if you would lay the cornerstone of the new CIA headquarters building at Langley, Virginia, on that date, and address the several hundred members of the Agency who will have completed ten years service and will be present at the ceremonies. Your participation would be a wonderful tribute to the work of those employees who are making their career in the field of intelligence.

It is our sincere desire that you will be able to be with us on this occasion.

With kindest regards, I am,

Respectfully yours,

250177

TRANSMITTAL SLIP		
(Date) _____		
TO:		
BUILDING	ROOM NO.	
REMARKS:		
<p><i>Kirk: -</i> <i>checking thru the</i> <i>minutes of the first</i> <i>meeting, these loose</i> <i>ends appear to be</i> <i>appropriate as an</i> <i>agenda for Friday's</i> <i>meeting.</i></p>		
FROM:		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8
SEP 1946

25X1

ITEMS OF UNFINISHED BUSINESS:

1. Approval of the date of 18 September for the celebration.
2. Approval for holding the ceremonies at Langley. If not Langley, where?
3. Approval for laying the cornerstone on that occasion.
4. Invitation to the President to participate.
5. Press coverage.
6. Hold up of honorary awards until 18 September. How can these awards be presented at the ceremony if the press is present?
7. When should the ten-year awards be presented?
8. Approval of design of award for ten years' service.
9. Guest list for ceremony.
10. Additional reception by DCI.
11. Messages to the field.
12. Commemorative publication.
13. Any suggestions received by members of the committee.
14. New business.

250177

PROGRAM FOR 10TH ANNIVERSARY CEREMONY

General Cabell presiding. National anthem.

Prayer.

Remarks by the President.

Prayer.

Response by the Director of Central Intelligence,
presentation of honor awards, and symbolic ten-year
diploma.

Prayer.

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